



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE:

CHILD CARE SPECIALIST

Okmulgee Main Campus-Administrative Office

SALARY:

NEGOTIABLE

LOCATION:

OFFICE OF CHILD CARE

JOB DUTIES:

The *Child Care Specialist* must possess effective communication skills, be customer oriented, and responsible for encoding all program data into the computer system on a continuous daily basis. Generate and maintain reports, files, and documentation. Determine client eligibility, approve recertification, and send notices to providers and clients. Must have knowledge of CCDFG rules and regulations. Encodes all program information on a continuous daily basis. Maintain and rectifies the computer data systems. Program changes in Tribal Tracker for detailed clients and provider information. Process monthly payments to child care providers. Create weekly and monthly reports as assigned by the Child Care Supervisor. Safely operates a Tribal vehicle and complies with regulations governing vehicle use. Perform other duties as assigned.

QUALIFICATIONS:

Minimum Requirements: High School diploma and at least 30 hrs. College credits. Must be computer literate. Must submit to and pass all necessary background checks and drug testing.

Preferred Requirements: Associates Degree in Computer Science or related field.

Special Considerations: Possess good organizational and communication skills.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

CLOSING DATE:

OPEN UNTIL FILLED

APPLY ONLINE AT:

www.muscogeenation-nsn.gov